

STAT Proposed Preparation of Employee Resumes

F I L E Personnel 17

STAT
Special Assistant to the DD/S

STAT 7D02

12 July 1968

Director of Personnel
5E56

We have reviewed your proposed Headquarters Notice "Preparation of Employee Resumes," and feel that much of the content of this notice could be more conveniently disseminated through means other than the usual regulatory system. The information is of general interest to prospective retirees, personnel officers, and career management staff officers. As the procedure will be cranked into your normal retiree and separation procedures, retirees will become aware of the need for a resume shortly after their five-year-in-advance-of-retirement contract. Similarly, it would seem that employees submitting their resignations would be briefed early in their separation procedures at to the requirements for resumes.

/s/

(THIS DISCUSSED WITH MR. COFFEY
ON 11 JULY 68. RBL)

Dist:

Orig - Adse w/O & 1 of DD/S 68-3005

① DD/S Subj

1 - DD/S Chrono

Sent with
DD/S 68-3005 memo dtd 12 June 68 to EO-DDS frm D/P, same subj.